



Park, Recreation and Forestry

ORIENTATION SCHEDULE FOR 2017 PLAYGROUND STAFF

1st Year Playground Leader Orientation:	
Date:	Wednesday, June 7, 2017
Time:	9:30 a.m.-12:00 p.m.
Location:	Park Shop, 919 Crocker St. (north on Ashland Ave. to James St., west to Crocker, north to shop)
Orientation for ALL Staff:	
Dates:	Monday, June 12 and Tuesday, June 13
Time:	(June 12) 9 a.m.-5 p.m. (June 13) 10 a.m.-12 p.m. (Parks open June 13 at 1 p.m.)
Location:	Park Shop, 919 Crocker St.
Playground Program Dates: June 12-August 18	
You are expected to work the entire 10-week Playground Program.	
Mandatory to wear closed toe, closed heel athletic shoes and your staff shirt on June 12 and 13	

UNIFORMS

Staff shirts will remain turquoise. Staff will need to purchase shirts before or at orientation. The cost will be \$4 per shirt. You are still not permitted to “alter” your shirt in any way. If any of your shirts are altered, you will need to purchase a new shirt to replace it. Shirts (\$4) are available at the Park Office at City Hall, Room 510. Office hours are 8 a.m.-4:30 p.m.

HOURS

Playground Leaders:

Monday–Thursday	11 a.m.-5 p.m.
Friday	8 a.m.-10 a.m. (Staff Meeting)
	11 a.m.-5 p.m.

***One leader working at a park with a wading pool will be assigned to work until 7 p.m. Monday through Thursday. This person will be paid at the Wading Pool Attendant rate from 5-7 p.m.**

Special Populations Coordinators:

Monday – Thursday	11 a.m.-5 p.m.
Friday	8 a.m.-10 a.m. (Staff Meeting)
	11 a.m.-5 p.m.

If you have any questions, please call the Parks, Recreation, & Forestry Department at (920) 448-3365. Have a great spring. We look forward to seeing you in June.